



Department of Energy
Washington, DC 20585

August 7, 2006

MEMORANDUM FOR: ASSOCIATE DIRECTORS
OFFICE DIRECTORS
SITE OFFICE MANAGERS

FROM: GEORGE MALOSH
George Malosh
ACTING CHIEF OPERATING OFFICER
OFFICE OF SCIENCE

SUBJECT: Office of Science Policy on the Protection of Personally
Identifiable Information

The attached Office of Science (SC) Personally Identifiable Information (PII) Policy is effective immediately. This supersedes my July 14, 2006, memorandum providing interim direction on SC implementation of Departmental guidance issued by the Department of Energy Chief Information Officer (CIO). All SC Associate Directors, Office Directors, and Site Office Managers must ensure the prompt implementation and institutionalization of the policy requirements for SC Federal organizations and contractors.

I request that you ensure that all of your staff is notified. It is each employee's responsibility to assess and determine whether or not the information they use is considered PII. If you or any of your staff need assistance in identifying PII or interpreting this direction, please contact the responsible SC CIO or the SC Senior Information Management Executive (SIME). Your support and assistance in this critical effort is greatly appreciated.

All questions should be forwarded to Kimberly Rasar (Acting Senior Information Management Executive) and Mike Robertson (SC Cyber Security Program Manager).

Attachment

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